



# CLERK 'N QUE LUNCH AND LEARN

**CITY SECRETARY  
DEPARTMENT**

**May 5, 2016**

## ► BRYAN'S FORM OF GOVERNMENT

## ► TYPES OF CITIES IN TEXAS?

## ► WHICH ONE IS BRYAN?

## ► FORM OF GOVERNMENT?

## ► WHICH ONE IS BRYAN?

## ► HOW?

**BRYAN WAS INCORPORATED  
AS A CITY ON NOVEMBER 29, 1871  
(BUT WE WERE HERE BEFORE THEN)**



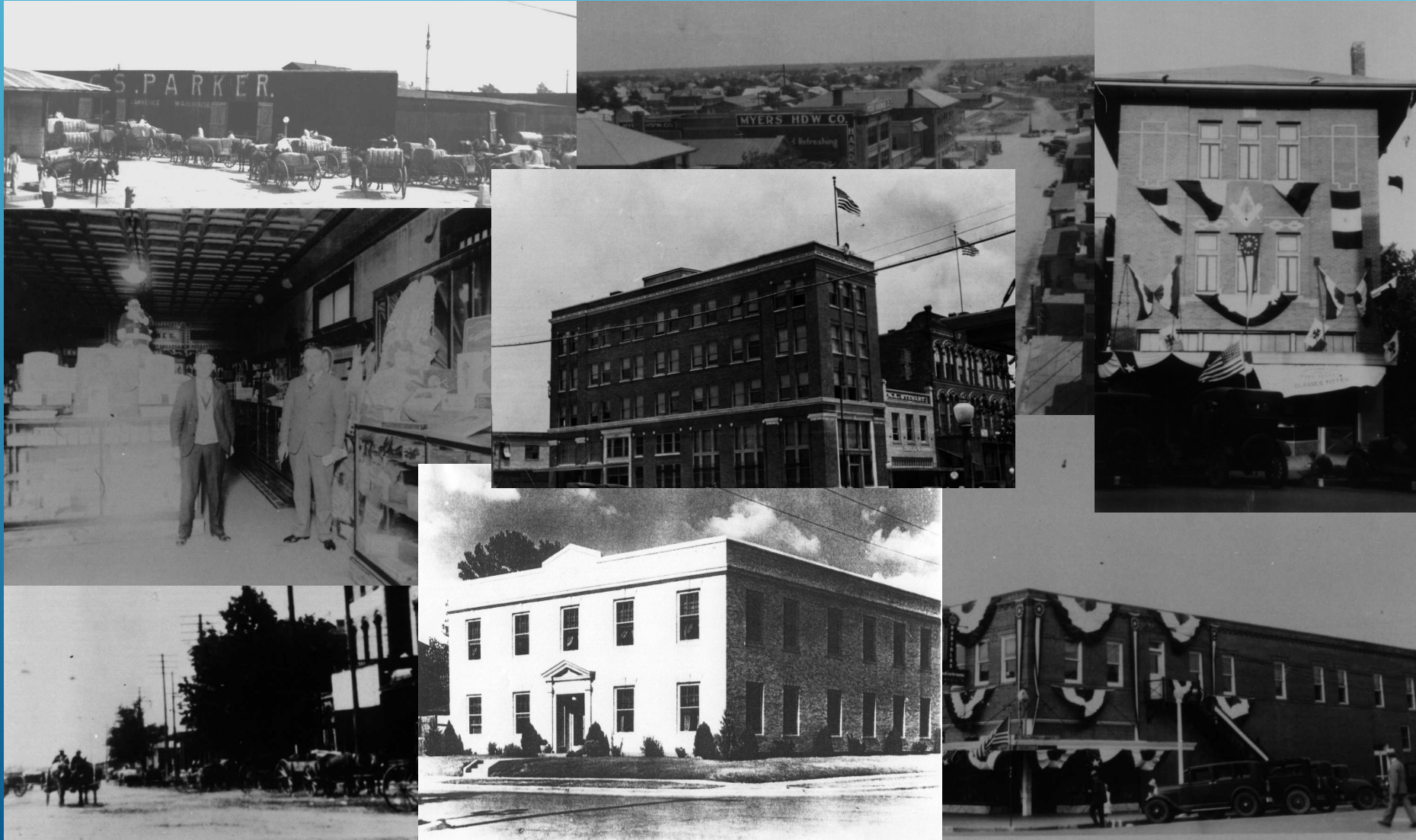
# MISSION STATEMENT:

The mission of the City Secretary's Department is to support, facilitate and strengthen the City of Bryan governmental process by:

- ▶ Assisting the City Council in fulfilling its duties and responsibilities;
- ▶ Improving public access to municipal records and other information;
- ▶ Enhancing public participation in municipal government processes;
- ▶ Safeguarding and enriching the municipal election and records management processes;
- ▶ Providing continuity for Bryan city government by recording its legislative actions, both contemporary and archival, and serving as historian for the City;
- ▶ Serving as local registrar for Bryan residents by proper recordation and filing of birth and death records; and
- ▶ Providing daily assistance to all administrative departments of the City of Bryan government.



# SERVICE SLOGAN: SERVING CITIZENS OF TODAY AND TOMORROW WHILE PRESERVING THE RECORDS OF THE PAST



Departments Operating  
Under the City of Bryan  
City Secretary:

The City Secretary's  
Office

Vital Statistics

Records Management

Municipal Court  
Operations

City Marshal's Office

Council Services

Neighborhood/Youth  
Services

Legislative Services

Communications &  
Marketing

The City Secretary is an officer of the City,  
appointed by the City Council.

The position of City Secretary is a statutory  
position required by State law and the City  
Charter.

As in many other cities, the City  
Secretary's Office serves as a resource for  
citizens and a link between citizens and  
the City organization.

In addition to the statutory duties of the  
position, the City Secretary serves as  
director of the City Secretary's Office,  
Legislative Services and Communications  
& Marketing and as Municipal Court Clerk.



# CITY COUNCIL MEETINGS

The City Secretary's Office is responsible for the preparation, posting and dissemination of City Council meeting agendas and packets, in compliance with state law.

The City Secretary must attend every meeting of the City Council and keep minutes of the proceedings, “recording that which is true and accurate”, engrossing and enrolling all laws, ordinances and resolutions of the City Council.

# COUNCIL SERVICES

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=VTWJZTSB2QQ](https://www.youtube.com/watch?v=VTWJZTSB2QQ)

The City Secretary's Council Services Office handles all Council meeting preparations, travel, budget, Council correspondence, expenditures and calendars, and coordinates the Council's annual volunteer reception.

This office serves as the liaison between the Mayor and Councilmembers and the public.

The City Secretary assists the Council with the creation of its strategic plan.



# RECORDS CUSTODIAN

The Office of the City Secretary is the administrative agency responsible for the care and maintenance of all City of Bryan records.

<https://www.youtube.com/watch?v=reY0bhmCDb0>

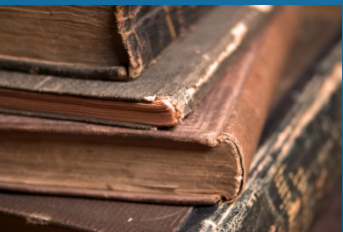
# RECORDS MANAGEMENT OFFICER

This office houses all legal transactions, City Council minutes, agendas, cemetery records, deeds, ordinances, resolutions, contracts, and a vast array of other historical and regulatory information.

# OPEN RECORDS

The City Secretary is designated as the City's Records Management Officer by both state law and City ordinance. She is responsible for developing and administering a records retention and destruction policy, monitoring the records storage centers, overseeing the control of electronically stored records, upgrading technology to provide for efficient and economic storage of records, and having a records disaster recovery plan in place.

In addition to these duties, the City Secretary's Office responds to hundreds of requests for City records filed each year under the Texas Public Information Act.





**RECORDS  
CUSTODIAN**

**RECORDS  
MANAGEMENT  
OFFICER**

**OPEN  
RECORDS**

## Charges for Records

- ▶ Copies - \$0.10/page
  - ▶ Under 10 pages = free
- ▶ CD - \$1.00
- ▶ DVD - \$3.00
- ▶ Flash drive = at cost
- ▶ Labor
  - ▶ \$15.00/hr = time to locate, compile, reproduce and manipulate
  - ▶ \$28.50/hr = time to execute or create a new program to extract information
  - ▶ 20% = Overhead charge of total labor



The City Secretary serves as the Chief Election Official for the City of Bryan and is responsible for the administration of all City elections.

[https://www.youtube.com/watch?v=pr3yMe\\_26K4](https://www.youtube.com/watch?v=pr3yMe_26K4)

The City Secretary certifies election related petitions filed with the City.

# Elections

The City Secretary provides staff support and guidance during Charter review processes and prepares submissions to the U.S. Department of Justice for preclearance of election issues under the Federal Voting Rights Act (temporarily suspended).

Elections are conducted jointly with Brazos County in November each year.

For more information visit:

[www.brazosvotes.org](http://www.brazosvotes.org)



# LOCAL REGISTRAR

The City Secretary serves as the Local Registrar for the City of Bryan.

The City Secretary's Vital Statistics Office receives, records and issues birth and death certificates, amendments to birth and death certificates, name changes, court ordered adoptions, and burial transit and cremation permits.

This office also serves as a remote birth certificate printing location for the State Bureau of Vital Statistics. Certified birth certificates for any individual born in the State of Texas from 1926 to present can be issued immediately upon request.

The City Secretary and Vital Statistics Technician are on call 24 hours a day, 365 days a year, for the timely issuance of vital statistics permits.





The City Secretary's Office coordinates the recruitment, application and appointment process for City Council appointed boards, committees and commissions.

## BOARDS, COMMITTEES AND COMMISSIONS


This office publishes a directory of appointed officials and volunteers serving on various panels and committees.

The City Secretary is responsible for required Texas Open Meetings Act training for the City Council and all boards and committees.



# PERMITS AND LICENSES

The City Secretary's Office is responsible for the issuance of certain permits and licenses for various operations within the City of Bryan including alcoholic beverage licenses, vehicle for hire permits, and grave digging permits .

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# NEIGHBORHOOD AND YOUTH SERVICES

The Neighborhood/Youth Services Division assists in the creation, development and registration of neighborhood associations seeking to partner with the City of Bryan regarding quality of life issues and neighborhood integrity. One of the primary responsibilities of this office is to keep our neighborhoods informed and connected to their city government.



The Neighborhood/Youth Services Division is also responsible for the development, coordination and implementation of programs and initiatives supporting area youth, especially youth at risk. This division also works with special populations in the community, such as seniors, the disabled, etc.

# LEGISLATIVE SERVICES



The City Secretary also serves as the Director of Legislative Services.

The City Council has charged her with the responsibility of serving as the City's legislative liaison, preparing correspondence, tracking proposed and new legislation, testifying before the State Legislature, and developing the City's legislative plans.

This office attempts to have the City operate in a proactive manner relative to legislation that directly impacts service and quality of life issues in our community.

The City Secretary co-chairs the Chamber of Commerce Legislative Committee and participates in Chamber legislative activities, including the formulation of state and federal legislative action plans.



# COMMUNIKATIONS

Transparency in local government is a priority for the City of Bryan. It is the job of the Communications and Marketing Department to bring the City of Bryan into the homes of its 82,400 residents, in addition to providing information to the general public and those who are interested in moving to Bryan or starting a local business.

Several different options are available for citizens to learn more about Bryan government.

The Communications and Marketing Department operates the City of Bryan's government access cable channel (**Channel 16 or 116 HD**) and the City website ([www.bryantx.gov](http://www.bryantx.gov)) as well as the City's accounts on Facebook, Twitter, YouTube, Instagram, Flickr, etc.



# TRANSPARENCY ON THE WEB

www.bryantx.gov

[SEARCH FOR SOMETHING?](#)  
 enter search terms

### WHAT YOU NEED TO KNOW

- Do I Need a Permit?
- How to Submit an Open Records Request
- Geographic Information Services (GIS)
- FEMA Floodplain Maps
- Floodplains and Flood Insurance
- Public Transportation in Bryan
- Landowners Bill of Rights
- Americans with Disabilities Act (ADA): Transition Plan and Grievance Procedure

### TRANSPARENCY

- Fiscal Year 2016 Adopted Budget
- Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR)
- Fiscal Year 2016 Online Check Register
- Active Chapter 380 Agreements
- Active Tax Abatements
- Conflict Disclosure Statements
- Charter and Code of Ordinances
- Report Potential Fraud or Charter Violations
- Search City Documents

*The City of Bryan adopted a tax rate that will raise more taxes for maintenance and operations than last year's rate. The tax rate will effectively be raised by 2.56 percent and will raise taxes for maintenance and operation on a \$100,000 home by approximately \$16.*


### GOVERNMENT: MEETINGS, AGENDAS, ARCHIVES

- Mayor and City Council Biographies
- Council Meeting Agendas
- Council Meeting Minutes
- Board/Commission Meeting Agendas
- Video Archives: City Council / P&Z Meetings
- Video Archives: Council Workshop Meetings
- Archived Planning and Zoning Meeting Agendas

### GET EMAIL UPDATES

Enter your email address below to subscribe and receive alerts, news, and event updates from the City of Bryan.

### PAWPALOOSA 2016!




It's Pawpaloosa time again in Bryan, Texas! Bring your dog out to the Morris "Buzz" Hamilton Dog Park on May 7 and experience this amazing event! ... [Read More »](#)

### NEED A SUMMER JOB? WE NEED LIFEGUARDS!




Looking for that great summer job? Why don't you apply to be a Lifeguard for the City of Bryan Parks and Recreation Department? ... [Read More »](#)

### HOW TO KEEP MOSQUITOES AWAY




Want to know how to get rid of mosquitoes? The City's Mosquito Abatement Program can help you control these bad bloodsuckers. ... [Read More »](#)

### LOCAL AREA TRAFFIC MANAGEMENT




The City of Bryan is launching Local Area Traffic Management to address speeding along neighborhood streets. ... [Read More »](#)

### "I AM BRYAN."




The City of Bryan has a Tumblr built around the theme of what makes our city so special: Our citizens. So share with us your "I Am Bryan." photos and help us show the world how wonderful our city is.

### STATE OF THE CITY 2015



The phrase "Better in Bryan" isn't just a saying to us – it's our mission. What makes Bryan better? It's our community, our citizens, and our staff, who personify the spirit of Bryan. ... [Read More »](#)

### CONNECT WITH US ON SOCIAL MEDIA




### GIVE US FEEDBACK

## POLCO.us


The City of Bryan is using Polco.us as a platform to broaden citizen engagement on local policy issues. See what questions your city officials have posted, and register for free to share your thoughts and ideas. ... [Click Here to Participate »](#)

### TAKE OUR COMPREHENSIVE PLAN SURVEY




Do you have a vision for the development of our city? Take our survey and share your thoughts with us as we begin the process of updating the City of Bryan's Comprehensive Plan. ... [Read More »](#)


### BRYAN IN THE NEWS



**Wayfair confirms Bryan location, promises 450 new jobs**  
Wayfair, one of the world's largest online home furnishing and decor



**Bryan sees construction boom**  
If you've taken a trip through Bryan recently, you may have noticed some new buildings going up. The city is



**Deal in the works to bring Wayfair operation to Bryan**  
A nationally-known online

- ▶ Prepares and disseminates press releases
- ▶ Produces Public Service Announcements (PSAs)
- ▶ Graphic design of publications, ads, posters, flyers, display materials, challenge coins, logos, etc.
- ▶ Design and maintains the BTU Website
- ▶ Produces BTU content in Texas Coop Power Magazine
- ▶ Produces the monthly utility bill insert “Plug In”
- ▶ Designs and creates annual reports such as the Bryan Police Department Annual Report, BTU Annual Report, Parks and Recreation semi-annual Activities Guides, etc.
- ▶ Creates and produces the State of the City Annual Report
- ▶ Creates and produces special reports such as “The Cost of DWI”
- ▶ Creates and produces the quarterly employee newsletter
- ▶ Creates and produces internal training/safety materials




The City Secretary's Office oversees the city-wide volunteer program, "Volunteer Bryan – Share the Good Life!" This program seeks to utilize the time and talents of our citizens who would like to be a part of providing a better quality of life in Bryan.

### Who Volunteers?

- Retirees, senior citizens
- College students
- Service groups looking for projects
- People wishing to give back to their community by contributing their time and expertise
- Citizens who want to see how city government operates
- People who want to update their skills

## AND THEN THERE ARE THE “OTHER MISCELLANEOUS DUTIES”

- ▶ custodian of the City corporate seal and attests the Mayor's signature on all official documents;
  - ▶ composes ordinances and resolutions for Council consideration
  - ▶ records and files deeds and easements;
  - ▶ prepares and issues cemetery deeds and maintains cemetery records;
  - ▶ publishes and posts all legal ads, notices and agendas for the City;
- 
- A series of several thin, white, parallel diagonal lines extending from the bottom right corner of the slide towards the center.



- ▶ responsible for codification of City ordinances into the Bryan Code of Ordinances;
- ▶ receives and posts conflict of interest statements;
- ▶ oversees lobby receptionist and main phone line services;
- ▶ certifies various forms of petitions, including RNC zoning and charter amendment petitions;
- ▶ develops and oversees the City Secretary Department Budget;
- ▶ and serves as the official Parliamentarian for the City Council.

As in many other cities, the City Secretary's Office serves as a resource for citizens and a link between citizens and the City organization and elected City Council.

# BRYAN MUNICIPAL COURT OF RECORD

## *Courteous and Efficient Justice for All*

The Court Clerk's Office shall serve as the administrative arm of the City of Bryan Municipal Court of Record. Administrative functions shall include timely and accurate processing of filed complaints, courteous response to requests for information from the public, responsible collection of assessed fines and fees, and efficient docketing of cases for adjudication.

- ▶ Traffic Violations (moving, non-moving and failures to appear)
- ▶ Penal Code Violations (Class C misdemeanors, i.e., Public Intoxication, theft under \$100)
- ▶ City Ordinance Violations including:
  - Overdue library materials
  - Animal control
  - Health Code violations
  - Alcoholic Beverage License
  - False alarms
  - Smoking in public places
  - Junk/abandoned vehicles
  - Itinerant peddlers
  - Fire lane/no parking zone
  - Zoning violations
  - Utility dispute appeals
  - Industrial waste complaints
- ▶ Juvenile Cases (excluding Public Intoxication)
- ▶ Bench and jury trials and pre-trial hearings
- ▶ Filing appeals with County Court
- ▶ Issuance of summonses, petit jury summonses, subpoenas, warrants, capias pro fine warrants
- ▶ Night Court
- ▶ Indigency hearings
- ▶ Teen Court at BISD
- ▶ Community Service Program
- ▶ Youth Advisory Commission

# QUESTIONS?

